

# **VERSION DESCRIPTION DOCUMENT FOR THE CONSOLIDATED AGENCY PERSONNEL/PAYROLL SYSTEM**

Release 4.0

PrISMS Contract

May 1998



National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Huntsville, AL 35812

**VERSION DESCRIPTION DOCUMENT FOR THE  
CONSOLIDATED AGENCY PERSONNEL/PAYROLL SYSTEM  
RELEASE 4.0**

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
GEORGE C. MARSHALL SPACE FLIGHT CENTER  
HUNTSVILLE, ALABAMA

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Approved by

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
GEORGE C. MARSHALL SPACE FLIGHT CENTER  
HUNTSVILLE, ALABAMA

May 1998

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## **1.0 INTRODUCTION**

This Version Description Document (VDD) describes the changes and installation procedures for this release of the Consolidated Agency Personnel/Payroll System (CAPPS). This section identifies the release, describes its purpose, defines its scope, and identifies its contact points.

### **1.1 IDENTIFICATION OF THE RELEASE**

This software release is identified as CAPPS, Release 4.0 and has an effective release date of May 29, 1998. Support of the previous release expires 30 days after the scheduled release date. This release must be implemented before 06/29/98.

### **1.2 PURPOSE OF THE RELEASE**

This release implements modifications necessitated by the following Change Control Request (CCRs):

- |               |   |
|---------------|---|
| 98000003 (CR) | Software AG NATURAL 2.2.8 upgrade. Correct CAPPS modules such that they will run in a NATURAL 2.2.8 environment as well as a NATURAL 2.2.6 environment. |
| 98000005 (CR) | Cosmetic changes to dates on reports not displaying leading zero for dates.   |

### **1.3 SCOPE**

This release provides the functional and technical user of CAPPS with information regarding the contents, status, and structure of Release 4.0, including the following:

- Changes implemented since release 3.4.
- Validation procedures to ensure the reliability of release changes.
- References to other documentation affected by this release.
- Detailed software installation instructions.

No waivers are associated with this release.

## **1.4 CONTACT POINTS**

Sustaining Engineering for CAPPS is provided through the Consolidation Center (CC) located at Marshall Space Flight Center (MSFC). Questions regarding the function and/or the technical aspects as well as the installation of this release should be directed:

The NACC Technical Services Center (Use following Key Words:  
SESAAS & CAPPS)

Telephone: (256) 544-8441

E-Mail: [jacky.davis@msfc.nasa.gov](mailto:jacky.davis@msfc.nasa.gov)

FAX: (256) 544-1836

## **2.0 FUNCTIONAL INFORMATION**

This section includes details regarding functional changes, functional interfaces, critical issues, affected documents, and application system administration.

### **2.1 FUNCTIONAL CHANGES**

N/A

### **2.2 FUNCTIONAL INTERFACES**

N/A

### **2.3 CRITICAL ISSUES**

N/A

### **2.4 AFFECTED DOCUMENTS**

N/A

### **2.5 APPLICATION SYSTEM ADMINISTRATION**

Application system administration changes associated with this release are discussed in Appendix D, Installation Instructions.



### **3.0 TECHNICAL INFORMATION**

This section includes details regarding technical system interfaces, data dictionary changes, software object changes, and database administration activities.

#### **3.1 TECHNICAL SYSTEM INTERFACES**

This section describes changes to the CAPPS interfaces with NPPS and Office of Personnel Management (OPM).

##### **3.1.1 NPPS Interface**

N/A

##### **3.1.2 OPM Interface**

There are no changes to the OPM interface with this release.

#### **3.2 DATA DICTIONARY CHANGES**

There are no data dictionary changes.

#### **3.3 SOFTWARE OBJECT CHANGES**

Modules affected by this release are included in Appendix D, Section 2.2.

#### **3.4 DATABASE ADMINISTRATION**

This section describes the database administration activities for installation of this release.

##### **3.4.1 Release Dataset Names**

Refer to Appendix D, Introduction Section, for the release dataset names.

##### **3.4.2 Inventory of Objects**

Refer to Appendix D, Paragraph 2.1, for an inventory of Natural object types.

##### **3.4.3 Storage Considerations**

The changes represented by this release should not affect storage requirements.

#### **3.4.4 Installation Procedures**

Refer to Appendix D, Installation Instructions for CAPPS Software Release 4.0 for detailed software installation procedures.

#### **3.5 OPERATIONAL PREPARATION**

Refer to the procedure described in Section 3.4.4 for assistance in preparing for proper installation and operational use of this release.

#### **4.0 KNOWN AND OPEN PROBLEMS**

The are no known or open problems related to this release.

## **APPENDIX A**

### **ABBREVIATIONS AND ACRONYMS**

## **ABBREVIATIONS AND ACRONYMS**

BJS	Batch Job Submitter
CAPPS	Consolidated Agency Personnel/Payroll System
CC	Consolidation Center
CCR	Change Control Request
CR	Change Request
DR	Discrepancy Report
FAX	Electronic Facsimile Transmission
HQ	NASA Headquarters
ICD	Interface Control Document
JCL	Job Control Language
MSFC	Marshall Space Flight Center
NASA	National Aeronautics and Space Administration
NDM	Network Data Mover
NPPS	NASA Personnel/Payroll System
OPM	Office of Personnel Management
SESAAS	Sustaining Engineering Services for Agency-wide Administrative Systems
SRS	System/Software Requirements Specification
UOG	User and Operations Guide
VDD	Version Description Document

## **APPENDIX B**

### **GLOSSARY**

## **GLOSSARY**

### **Database Administration**

Responsibility for maintaining the physical database environment.

### **Implementation**

The process by which a NASA site installs a software release and places it into operational use.

### **Operational Preparation**

Preparation by a NASA site for installation and use of an application release.

### **System Administration**

Responsibility for administrative functions such as application security and table data maintenance associated with an application.

**APPENDIX C**  
**FUNCTIONAL CHANGE VALIDATION**  
**PROCEDURES**



## FUNCTIONAL CHANGE VALIDATION PROCEDURES

Index of validation procedures for changes in this release.

Section	CCR	Title
1.0	98000003	Correct CAPPS modules such that they will run under NATURAL 2.2.8
2.0	98000005	Cosmetic changes displaying date for year 2000

Details for the validation procedures are listed below:

### 1.0 CCR Number 98000003 NATURAL 2.2.8 upgrade.

CAPPS modules require modifications to run under NATURAL 2.2.8. NATURAL 2.2.8 requires that all fields be uniquely identified. Some CAPPS modules needed modification to meet this criteria. NATURAL 2.2.8 also no longer supports the use of the word 'keys' after a sort statement when additional fields are written to intermediate storage along with the sort keys.

#### Description of Enhancement

Fields lacking uniqueness were given qualifiers which allowed the modules to stow. The word 'KEYS' was also commented out of sort statements where additional fields were written to the intermediate storage area. This fixed problems with the NATURAL 2.2.8 conversion. In addition, five modules had user defined field format changes from Numeric to Alpha correcting problems displaying the year 2000.

#### Functional Impact

There is no functional impact as a result of this CCR.

- **Validation Procedures (PAY PERIOD)**

It will be necessary to locate a record on the Transaction input flat file which is processing a name change for validation purposes.

1. Log on to CAPPS.
2. Enter COMMAND D for "BATCH JOB SUBMITTER". Press <ENTER>.
3. Enter COMMAND B for "JOB SCHEDULING". Press <ENTER>.
4. Enter COMMAND B for "SCHEDULE PROCESS". Press <ENTER>.
5. Enter OPTION S by JOB TITLE "ACCEPT INPUT FROM NDM", JOB NUMBER "CP00001" to schedule CP00001. Press <ENTER>.
6. Enter COMMAND P for "PAY PERIOD". Press <ENTER>.
7. The "SCHEDULE CP00001" screen shows FILE TYPEs = ACT, STS and TX and all PRCS FLAGs = "Y". Press <ENTER>.
8. A confirmation window displays updated PRCS FLAGs. Default is "Y". Press <ENTER>.

9. Job Submittal window is displayed. Press <ENTER>.
10. A window shows that CP00001 has been scheduled and shows its Job Number for this execution. Press <ENTER>.
11. Press <PF3> to return to "JOB SCHEDULING".
12. Enter COMMAND A for "JOB QUEUE". When Job CP00001 completes enter OPTION L to check Job Log Messages. Scroll <PF8> through Log.  
Press <PF3> to return to "JOB QUEUE".

Verify that the job has successfully processed.

13. Repeat steps 1-3 if needed to return to "JOB SCHEDULING".
14. Enter COMMAND B for "SCHEDULE PROCESS".
15. Enter OPTION S by JOB TITLE "Process Files", JOB NUMBER "CP00002" to schedule the job. Press <ENTER>. A window shows the schedule type and reporting period dates that CP00002 will process. "Continue?" is defaulted to "Y". Press <ENTER>.
16. Job Submittal window is displayed. Press <ENTER>.
17. A window shows that CP00002 has been scheduled and shows its job number for this execution. Press <ENTER>.
18. Press <PF3> to return to "JOB SCHEDULING".
19. Enter COMMAND A for "JOB QUEUE".
20. When CP00002 completes, enter OPTION L for the job number to check Job Log Messages. Scroll <PF8> Log.
21. Press <PF3> to return to "JOB QUEUE".

Verify that the job has successfully processed.

#### • **Validation Procedures (PRINT ALL BATCH REPORTS)**

1. Log on to CAPPS.
2. Enter COMMAND D for "BATCH JOB SUBMITTER". Press <ENTER>.
3. Enter COMMAND B for "JOB SCHEDULING". Press <ENTER>.
4. Enter COMMAND C for "SCHEDULE REPORT". Press <ENTER>.
5. Enter OPTION S by JOB TITLE "PRINT ALL BATCH REPORTS", JOB NUMBER "CR0000A" to schedule. Press <ENTER>.
6. Accept default settings, All report indicators = 'Y'. Press <ENTER>.
7. Job Submittal window is displayed. Press <ENTER>.
8. Press <PF3> to return to "JOB SCHEDULING".
9. Enter COMMAND A for "JOB QUEUE". When Job CR0000A completes enter OPTION L to check Job Log Messages. Scroll <PF8> through Log.  
Press <PF3> to return to "JOB QUEUE".

Verify that the job has successfully processed and reports contain data.

#### • **Validation Procedures (MONTHLY)**

1. Log on to CAPPS.
2. Enter COMMAND D for "BATCH JOB SUBMITTER". Press <ENTER>.

3. Enter COMMAND B for "JOB SCHEDULING". Press <ENTER>.
4. Enter COMMAND B for "SCHEDULE PROCESS". Press <ENTER>.
5. Enter OPTION S by JOB TITLE "ACCEPT INPUT FROM NDM", JOB NUMBER "CP00001" to schedule CP00001. Press <ENTER>.
6. Enter COMMAND M for "MONTHLY". Press <ENTER>.
7. A confirmation window displays updated PRCS FLAGS. Default is "Y". Press <ENTER>.
8. Job Submittal window is displayed. Press <ENTER>.
9. A window shows that CP00001 has been scheduled and shows its Job Number for this execution. Press <ENTER>.
10. Press <PF3> to return to "JOB SCHEDULING".
11. Enter COMMAND A for "JOB QUEUE". When Job CP00001 completes enter OPTION L to check Job Log Messages. Scroll <PF8> through Log. Press <PF3> to return to "JOB QUEUE".

Verify that the job has successfully processed.

12. Repeat steps 1-3 if needed to return to "JOB SCHEDULING".
13. Enter COMMAND B for "SCHEDULE PROCESS".
14. Enter OPTION S by JOB TITLE "Process Files", JOB NUMBER "CP00002" to schedule the job. Press <ENTER>. A window shows the schedule type and reporting period dates that CP00002 will process. "Continue?" is defaulted to "Y". Press <ENTER>.
15. Job Submittal window is displayed. Press <ENTER>.
16. A window shows that CP00002 has been scheduled and shows its job number for this execution. Press <ENTER>.
17. Press <PF3> to return to "JOB SCHEDULING".
18. Enter COMMAND A for "JOB QUEUE".
19. When CP00002 completes, enter OPTION L for the job number to check Job Log Messages. Scroll <PF8> Log.
20. Press <PF3> to return to "JOB QUEUE".

Verify that the job has successfully processed by browsing or editing the OPM STS dataset produced by the monthly run of job CP00002, "Process Files" and validate that the data is sorted by the first two positions of Agency and Social Security Number. Browse or edit the OPM DYNAMICS data set and verify that the employee processing a name change appears on the OPM DYNAMICS file (The employee must exist on the status history file before their record will be written to the OPM DYNAMICS extract).

#### • **Validation Procedures (PRINT DATA DICTIONARY)**

1. Log on to CAPPS.
2. Enter COMMAND D for "BATCH JOB SUBMITTER". Press <ENTER>.
3. Enter COMMAND B for "JOB SCHEDULING". Press <ENTER>.
4. Enter COMMAND C for "SCHEDULE REPORT". Press <ENTER>.
5. Enter OPTION S by JOB TITLE "PRINT DATA DICTIONARY", JOB NUMBER "CR00726" to schedule. Press <ENTER>.
6. Enter '1' or '2'. Press <ENTER>.
7. Job Submittal window is displayed. Press <ENTER>.

8. Press <PF3> to return to "JOB SCHEDULING".
9. Enter COMMAND A for "JOB QUEUE". When Job CR00726 completes enter OPTION L to check Job Log Messages. Scroll <PF8> through Log.  
Press <PF3> to return to "JOB QUEUE".

Verify that the job has successfully processed and data appears on the output.

## **2.0 CCR Number 98000005 Cosmetic Changes to Dates on Reports.**

CAPPS modules require modifications to correctly display the date during the year 2000.

### **Description of Enhancement**

Five modules had user defined field format changes from **Numeric** to **Alpha** correcting problems displaying the year 2000.

### **Functional Impact**

There is no functional impact as a result of this CCR.

### **• Validation Procedures (MONTHLY)**

1. Log on to CAPPS.
2. Enter COMMAND D for "BATCH JOB SUBMITTER". Press <ENTER>.
3. Enter COMMAND B for "JOB SCHEDULING". Press <ENTER>.
4. Enter COMMAND B for "SCHEDULE PROCESS". Press <ENTER>.
5. Enter OPTION S by JOB TITLE "ACCEPT INPUT FROM NDM", JOB NUMBER "CP00001" to schedule CP00001. Press <ENTER>.
6. Enter COMMAND M for "MONTHLY". Press <ENTER>.
7. A confirmation window displays updated PRCS FLAGS. Default is "Y". Press <ENTER>.
8. Job Submittal window is displayed. Press <ENTER>.
9. A window shows that CP00001 has been scheduled and shows its Job Number for this execution. Press <ENTER>.
10. Press <PF3> to return to "JOB SCHEDULING".
11. Enter COMMAND A for "JOB QUEUE". When Job CP00001 completes enter OPTION L to check Job Log Messages. Scroll <PF8> through Log.  
Press <PF3> to return to "JOB QUEUE".

Verify that the job has successfully processed.

12. Repeat steps 1-3 if needed to return to "JOB SCHEDULING".
13. Enter COMMAND B for "SCHEDULE PROCESS".
14. Enter OPTION S by JOB TITLE "Process Files", JOB NUMBER "CP00002" to schedule the job. Press <ENTER>. A window shows

- the schedule type and reporting period dates that CP00002 will process. "Continue?" is defaulted to "Y". Press <ENTER>.
15. Job Submittal window is displayed. Press <ENTER>.
  16. A window shows that CP00002 has been scheduled and shows its job number for this execution. Press <ENTER>.
  17. Press <PF3> to return to "JOB SCHEDULING".
  18. Enter COMMAND A for "JOB QUEUE".
  19. When CP00002 completes, enter OPTION L for the job number to check Job Log Messages. Scroll <PF8> Log.
  20. Press <PF3> to return to "JOB QUEUE".

Verify that reports SF113A & G contain data and properly display the year 2000 as 00 rather than 0.

- **Validation Procedures (PRINT ALL BATCH REPORTS)**

1. Log on to CAPPS.
2. Enter COMMAND D for "BATCH JOB SUBMITTER". Press <ENTER>.
3. Enter COMMAND B for "JOB SCHEDULING". Press <ENTER>.
4. Enter COMMAND C for "SCHEDULE REPORT". Press <ENTER>.
5. Enter OPTION S by JOB TITLE "PRINT ALL BATCH REPORTS", JOB NUMBER "CR0000A" to schedule. Press <ENTER>.
6. Accept default settings, All report indicators = 'Y'. Press <ENTER>.
7. Job Submittal window is displayed. Press <ENTER>.
8. Press <PF3> to return to "JOB SCHEDULING".
9. Enter COMMAND A for "JOB QUEUE". When Job CR0000A completes enter OPTION L to check Job Log Messages. Scroll <PF8> through Log.  
Press <PF3> to return to "JOB QUEUE".

Validate that reports E43, R01 and S41 properly display the date under YEAR 2000 conditions.

**APPENDIX D**  
**INSTALLATION INSTRUCTIONS**  
**FOR CAPPS SOFTWARE RELEASE 4.0**

# **INSTALLATION INSTRUCTIONS AND CHECKLIST FOR CAPPS SOFTWARE RELEASE 4.0**

## **Introduction**

Release information:

System Name: CAPPS

Release Number: 4.0

Release Date: May 29, 1998

Effective Date: May 29, 1998

Release Implementation Date: This release must be implemented before processing center submissions for pay period ending 6/20/98.

The following datasets are located on the Central Distribution Facility as data sets.

- AIMS.CAPPS.PROD.REL400.REL0598.SRC
- AIMS.CAPPS.PROD.REL400.REL0598.DOC

Person to notify in case of installation problems:

Jacky Davis (256) 544-8441

Rick Bishop (256) 544-5352

FAX Number (256) 544-1836

## **Installation Sequence**

The sequence in which the installation of this release should occur is provided in the following list. A checklist is provided in Section 9.0 to assist in tracking the installation of this release.

- 1.0 Back Up Existing Data
- 2.0 Copy Source/Object Code
- 3.0 Pre-Predict Data Conversion
- 4.0 Install Predict
- 5.0 Catalog Source Code
- 6.0 Post-Predict Data Conversion
- 7.0 Perform Release-Specific Procedures
- 8.0 Local JCL Mods
- 9.0 Installation Checklist

## 1.0 Back Up Existing Data

It is advisable to back up all CAPPS files as a precautionary measure prior to installation.

## 2.0 Copy Source/Object Code

### 2.1 Copy Source Code

Load the CAPPS source library from dataset AIMS.CAPPS.PROD.REL400.REL0598.SRC. The source programs were unloaded using the Natural utility NATUNLD. The programs will be loaded to the application library CAPPS, replacing any existing programs of the same name. The source module counts included in this release are listed below:

Natural Source Modules by Type	Count
GLOBAL DATA AREA	0
LOCAL/PARAM DATA AREA	0
MAPS	0
HELP ROUTINES	0
SUBROUTINES	0
SUBPROGRAMS	1
PROGRAMS	34
COPYCODE	0
TEXT	0
PROCESS	0
MISCELLANEOUS OBJECTS	0
Total:	35



## 2.2 LIST OF SOURCE CODE MODIFICATIONS

The following are the modules modified.

### Modified Modules

BJSNC100	Update Job Status Log	(N)	
CAPPC801	Extract for C80A and C80B	(P)	
CAPPC802	Extract for C80C	(P)	
CAPPE431	Extract for E43	(P)	
CAPPE511	Extract for E51A - E51D	(P)	
CAPPE512	Create Work File 2 for E51		(P)
CAPPE513	Create Work File 3 for E51		(P)
CAPPE514	Create Work File 4 for E51		(P)
CAPPE515	Create Work File 5 for E51		(P)
CAPPE516	Create Work File 7 For E51	(P)	
CAPPH601	Extract CAPPS History Data for H60A - H60L	(P)	
CAPPH602	Read Work File 2, Sort and Write Work File 3	(P)	
CAPPL601	Extract for L60A - L60L	(P)	
CAPPL602	Read Work File 2, Sort and Write Work File 3	(P)	
CAPPS401	Extract for S40A - S40D	(P)	
CAPPS402	Create Work File 2 for S40 and X40	(P)	
CAPPS403	Create Work File 3 for S40 and X40	(P)	
CAPPS404	Create Work File 4 for S40 and X40	(P)	
CAPPS406	Extract for S40E	(P)	
CAPPS411	Extract for S41	(P)	
CAPPT401	Extract for T40A - T40F	(P)	
CAPPT402	Create Work File 3 for T40	(P)	
CAPPT403	Create Work File 4 for T40	(P)	
CAPPT404	Create Work File 5 for T40	(P)	
CAPPT405	Create Work File 6 for T40	(P)	
CAPPU010	Print Data Dictionary	(P)	
CAPPX401	Extract for X40A - X40U	(P)	
CAPPX601	Extract for X60A - X60D	(P)	
CAPP0E43	Print E43	(P)	
CAPP0R01	Print R01	(P)	
CAPP0S41	Print S41	(P)	
CAPP2110	Store TX Non-Transfer Data on the OPM TX File	(P)	
CAPP3210	Create OPM Status Extract File	(P)	
CAPP5708	Create SF113A Report	(P)	
CAPP5709	Create SF113G Report	(P)	

### 2.3 Copy Object Modules

Not applicable with this release.

### 3.0 Pre-Predict Data Conversion

Not applicable with this release.

## 4.0 PREDICT INSTALLATION

### 4.1 CAPPs Keywords

Not applicable with this release.

### 4.2 Load CAPPs PREDICT

Not applicable with this release.

### 4.3 Generate Data Definition Modules

Not applicable with this release.

### 4.4 Apply Physical File Changes

Not applicable with this release.

## 5.0 Catalog Source Code

### **IMPORTANT!!! BEFORE CATALL**

In this release, the direct reads to SYSDIC files have been removed and replaced with calls to the **SYSHELP** subprogram. For SESAAS applications, it is necessary to copy **ALL** modules from the **SYSDICH** library to the **SYSTEM** (default STEPLIB) library. This will make all PREDICT retrieval routines available, even to Center site unique libraries, through the SYSTEM library STEPLIB.

Run a batch job to catalog (CATALL) all modules in the CAPPs or other named library. It is not necessary to catalog the Global Data Area. Standard parameters should be used for the compile.

After all objects are compiled, the CAPPs application will run under standard parameters.

## **6.0 Post-Predict Data Conversion**

Not applicable with this release.

## **7.0 Perform Release-Specific Procedures**

The following sections are Release-Specific Installation Procedures needed for this release.

### **7.1 Update BJS JCL**

Not applicable with this release.

### **7.2 Update Release Number**

Update the CAPPS release number. This number is maintained in SYSTABLES and is displayed on the CAPPS logo screen.

The following is a list of steps to update the CAPPS release number.

1. Execute program CAPP1525 from the Natural Command line.
2. Enter "04.00.00" when the program requests the release number.
3. Verify that the correct release number is displayed by viewing the CAPPS logo screen after logging on to CAPPS.

## **8.0 Local JCL Mods**

There are no local JCL mods with this release.

## **9.0 Installation Checklist**

- |     |                       |
|-----|-----------------------|
| 1.0 | Back Up Existing Data |
| 2.1 | Copy Source Code      |
| 5.0 | Catalog Source Code   |
| 7.2 | Update Release Number |